

JOB DESCRIPTION

FOR TEACHERS OTHER THAN HEAD TEACHERS

SCHOOL: Redlands Primary & Nursery

NAME OF POSTHOLDER:

<i>Job Title:</i>	<i>Key Stage Coordinator</i>
<i>Job Purpose:</i>	<i>To lead and coordinate teaching and learning across the key stage.</i>
<i>Post Responsible to:</i>	<i>Head Teacher</i>
<i>Posts Responsible for:</i>	<i>Line Manager for key stage teachers Curriculum responsibility to be negotiated</i>
<i>Date of issue:</i>	

CORE REQUIREMENTS OF THE POST:

- As Teacher with Teaching and Learning Responsibilities, you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Appendix 4C Annexe B.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.

- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.

PARTICULAR RESPONSIBILITIES:

i) The post requires you to:-

- teach pupils within the key stage age range in accordance with the professional duties of a teacher.
- take an equitable share of whole school curriculum care and management responsibilities.
- carry out your duties in line with the key tasks and management procedures of the school.

ii) ***Teachers undertaking additional leadership / teaching and learning responsibilities***

The following duties and responsibilities are required of you over and above those common to the majority of teachers in the school namely:-

Leading and managing staff

- Leading and managing teaching staff across the key stage
- Mentoring students and NQTs
- Leading and organising key stage meetings
- Liaising with the HTs to effectively deploy TA support
- Deployment of TAs as necessary

Leading, managing and developing teaching and / or pupil development

- Leading on the initiation/development of new initiatives as appropriate
- Monitoring of pupil progress across the key stage and planning for appropriate interventions, liaising with HTs

Strategic management and development

- Member of Senior Leadership Team
- Performance Management Team Leader
- Preparation of reports to governors on pupil progress
- Involvement in the creation and implementation of the School Improvement Plan

*Details of these additional responsibilities are shown in **Annex B of 4C/4F/4G***

Issued by:

Received by:

Head Teacher

Post Holder